

**By-Laws of  
Brooklyn Community Board 3  
of the City of New York**

<b>Table of Contents</b>	<b>Page</b>
Introduction	1
Section I: Organizational Name	1
Section II: Communities Served	1
Section III: Organizational Purpose	2
Section IV: Meeting Notice	2
Section V: Elected Officers	2
Section VI: General Election Process	2
Section VII: Special Elections	3
Section VIII: Duties and Responsibilities of Officers	4
Section IX: Committees	6
Section X: Duties and Responsibilities of Brooklyn Community Board 3 Members	13
Section XI: Brooklyn Community Board 3 Meetings	13
Section XII: Voting and Conflict of Interest Rules	14
Section XIII: Officer/Member Removal	15
Section XIV: Staffing	15
Section XV: Amendments to Bylaws	17
Section XVI: Rules of Order	17

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**Introduction**

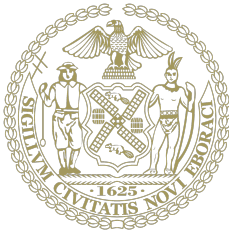
The Bylaws of Brooklyn Community Board 3 shall conform to all the New York City Charter (“the Charter”) provisions pertaining thereto. Nothing in these Bylaws shall be confused as to change, modify, or amend the Charter. In the case of conflict between the provisions of the Charter and the Bylaws, the provisions of the Charter shall govern.

**Section I: Organizational Name**

- A. The name of this New York City Community Board shall be known as Brooklyn Community Board 3 (Brooklyn CB3).

**Section II: Communities Served**

- A. The communities served by Brooklyn CB3 are within the areas designated on the New York City Community District 3 Map as Bedford-Stuyvesant, Stuyvesant Heights, and Ocean Hill, or as such may be hereafter duly amended or revised.



### **Section III: Organizational Purpose**

- A. The purpose of Brooklyn CB3 shall be to perform those functions, duties and obligations mandated by the voters of New York City and vested in community boards by the New York City Charter and all applicable laws.

### **Section IV: Meetings Notice**

- A. Regular business meetings of Brooklyn CB3 will be held on the first Monday of each month from September through June.
- B. Notice of meetings or any communication to members of Brooklyn CB3 shall be consistent with each member's preferred mode of communication. Notice may be provided via fax, email, or by hard copy sent through postal service. However, this is not an exhaustive list of how members can receive notice concerning community board matters, and members can specify their preference to Brooklyn CB3's Chairperson. The staff of Brooklyn CB3 shall maintain a record of each member's preferred mode of communication.

### **Section V: Elected Officers**

#### **A. Elected Officers of Brooklyn CB3 shall be:**

1. Chairperson
2. First Vice Chairperson
3. Second Vice Chairperson
4. Treasurer
5. Executive Secretary

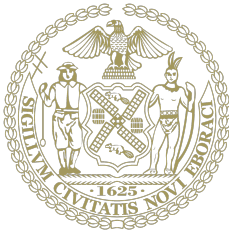
#### **B. Elected Officers' Eligibility:**

1. To be eligible to serve as an elected officer of Brooklyn CB3, a person must first be a member appointed by the Brooklyn Borough President to serve on Brooklyn CB3.
2. In addition, a member must have served a minimum of one year on Brooklyn CB3 and be an active member of at least one Brooklyn CB3 committee to be eligible to serve as an officer.

### **Section VI: General Election Process**

#### **A. Nominating Committee:**

1. During Brooklyn CB3's regular monthly business meeting in October, of an election year, the first order of business shall be the formation of a Nominating Committee consisting of seven (7) Brooklyn CB3 members.
2. Brooklyn CB3's Chairperson shall appoint a member to serve as Chair of the Nominating Committee and the remaining six (6) committee members shall be volunteers from the floor.
3. The Nominating Committee shall meet as often as necessary in order to provide a report the members of Brooklyn CB3 during the November business meeting,



identifying: (a) the names of qualified candidates, pursuant to Section V(B) of these Bylaws; and (b) the qualifications of each nominee.

4. Pursuant to written notice and with a quorum of members present at the December regular business meeting of Brooklyn CB3, the Nominating Committee shall conduct an election for each Brooklyn CB3 officer, consistent with Section V (A) of these Bylaws.
5. During this meeting, the Nominating Committee may accept additional candidate nominations from the floor from Brooklyn CB3 members. Each member nominated from the floor must present his/her qualifications for the respective officer position.

**B. Voting:**

1. Voting for each office shall be conducted by paper ballot signed by each voting member of Brooklyn CB3. To be successfully elected to an office, a candidate must achieve a majority of votes of the voting members.
2. If no candidate receives a majority of votes, then the Nominating Committee shall conduct a runoff election with the two leading candidates (those with the two highest number of votes). The candidate with the most votes in the runoff election wins the election. Candidates are not permitted to speak during the voting process.

**C. Term of Office:**

1. New officers of Brooklyn CB3 shall commence serving as of January 1<sup>st</sup>.
2. The tenure of all elected officers of Brooklyn CB3 shall be no more than two consecutive two-year terms, except by a majority vote of the seated quorum of Brooklyn CB3 members.
3. During the month of January, there shall be a smooth transition when outgoing officers will share their organizational knowledge with the newly elected Brooklyn CB3 officers.

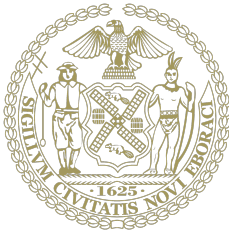
**Section VII: Special Election**

**A. Vacancy:**

1. In the event of a vacancy of the positions of Second Vice Chairperson, Treasurer, or Executive Secretary, with less than six (6) months remaining in the officer's term, the Brooklyn CB3 Chairperson shall appoint a member to fill the position on an interim basis until the next regular election.
2. A Special Election shall be held if there is more than six (6) months remaining in the officer's term.

**B. Special Election Process:**

1. Following a vacancy announcement for the position of Second Vice Chairperson, Treasurer, or Executive Secretary, a Special Election will be held at the next regularly scheduled business meeting of Brooklyn CB3.
2. Brooklyn CB3's Chairperson shall appoint a Chair to lead a Special Election Nominating Committee and the remaining six (6) committee members shall be volunteers from the floor. This Special Election shall be administered by the Special Election Nominating



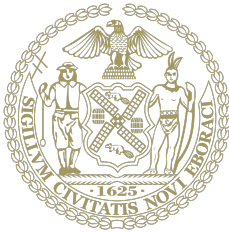
Committee.

3. Voting during the Special Election will take place in accordance with the process outlined in Section VI (A)(5) & VI (B) of these Bylaws. The candidate who wins the vote takes office immediately and for the remainder of the term of office.

## **Section VIII: Duties and Responsibilities of Brooklyn CB3 Officers**

### **A. Duties of the Brooklyn CB3 Chairperson shall be as follows:**

1. Perform all duties set forth in the New York City Charter.
2. Call and preside over Brooklyn CB3 Executive Committee meetings.
3. Supervise the District Manager and all members of the Brooklyn CB3 staff in the absence of the District Manager.
4. Receive all calendars and notices from all New York City agencies required to be referred to the community board pursuant to the New York City Charter, and to refer matters to the appropriate Brooklyn CB3 committee for investigation, report preparation, and/or public hearings.
5. Attend meetings of the Borough Board, City Planning Commission, City Council, District Service Cabinet, or such other meetings pursuant to the New York City Charter or applicable law or rule or to designate his/her representative to attend (Brooklyn CB3 member or staff).
6. Preside over regular monthly meetings of Brooklyn CB3.
7. State and put to a vote all questions or resolutions which are to be moved or necessarily arise in the course of Brooklyn CB3 business, and to announce the result of a vote.
8. Appoint a Parliamentarian to advise the Brooklyn CB3 Chairperson on all questions of parliamentary procedure.
9. Except as he/she shall otherwise authorize, the Brooklyn CB3 Chairperson shall (a) authenticate all acts, orders, and proceedings of Brooklyn CB3, including the signing of all letters dispersed on behalf of Brooklyn CB3; and (b) shall serve as the sole spokesperson for Brooklyn CB3 before news media, government agencies, and the public-at-large.
10. Call for and entertain motions to adjourn Brooklyn CB3 meetings.
11. Appoint Brooklyn CB3 Committee Chairs; establish special task forces, committees and sub-committees; and, as may be deemed necessary for the best performance of Brooklyn CB3's functions, suspend or remove a member serving as Chair of special task forces, committees and sub-committees. The Brooklyn CB3 Chairperson shall report on any new appointments, suspensions, or removals at the next Brooklyn CB3 regular business meeting. All Committee Chairs shall serve only during the term of the Brooklyn CB3 Chair who appointed him/her. The Brooklyn CB3 Chairperson shall be



an ex-officio member of each Committee with exception of the Nominating Committee.

12. Prepare and deliver the Brooklyn CB3 Chairperson's monthly report at the regular business meeting of Brooklyn CB3.
13. Notify Brooklyn CB3 members of all matters brought before committees and presently pending, as well as all communications to Brooklyn CB3, so that members may effectively perform their duties.
14. Coordinate and preside over public hearings and public informational meetings involving more than one Standing Committee in order to effect the most efficient disposition of Brooklyn CB3's responsibilities to the widest public audience.
15. Appoint the Brooklyn CB3 Budget Coordinator.
16. Chair Brooklyn CB3 Personnel Committee.

**B. Duties and Responsibilities of the First Vice Chairperson shall be as follows:**

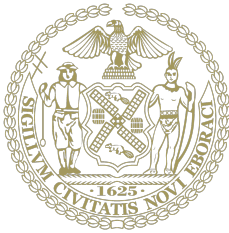
1. Assist the Brooklyn CB3 Chairperson in carrying out his/her duties and responsibilities outlined in Section VIII (A) of these Bylaws.
2. Serve in place of the Brooklyn CB3 Chairperson in the event of a vacancy in the office of Chairperson, or when the Chairperson is unable to perform his/her duties.
3. Attend all District Service Cabinet meetings and to assist the Brooklyn CB3 Chairperson's work with the District Manager and the District Service Cabinet.

**C. Duties and Responsibilities of the Second Vice Chairperson shall be as follows:**

1. Assist the Brooklyn CB3 Chairperson and First Vice Chairperson in carrying out the duties and responsibilities outlined in Section VIII (A) of these Bylaws.
2. Serve in place of the Brooklyn CB3 Chairperson and/or First Vice-Chairperson when there is a vacancy and/or absence in the office of Chairperson and/or the First Vice Chairperson, or when the aforementioned leaders are unable to perform their duties.
3. Serve as an ex-officio member of committees assigned by the Brooklyn CB3 Chairperson.

**D. Duties and Responsibilities of the Treasurer shall be:**

1. Prepare an annual budget for Brooklyn CB3 and make periodic budget modifications as necessary for approval by Brooklyn CB3 members, in consultation with the District Manager.
2. Develop and manage a system for monitoring Brooklyn CB3's finances, in consultation with the District Manager.
3. Regularly provide written financial reports to Brooklyn CB3's members, including a statement of Brooklyn CB3's financial position (assets and liabilities), income (revenue and expenses), cash flow activities, and projections of future financial commitments.
4. Serve as Chair of the Internal Budget Committee.



**E. Duties of the Executive Secretary shall be as follows:**

1. Maintain clear, accurate, and timely records of Brooklyn CB3's proceedings, including (a) validating minutes of all the Brooklyn CB3 meetings to ensure that they reflect the substance of discussion of members and Brooklyn CB3 decisions and activities; (b) ensuring amendments to the minutes are reflected in the original minutes; and (c) keeping an up-to-date record in Brooklyn CB3's office and at Brooklyn Borough Hall of all meeting minutes.
2. Develop and maintain an up-to-date list of Brooklyn CB3 members, including committee assignments, in consultation with the District Manager.
3. Monitor Brooklyn CB3 member attendance at the monthly business meetings and committee meetings, and take appropriate action as delineated in the New York City Charter and in these Bylaws, in consultation with the District Manager.

**F. Duties of the Budget Coordinator shall be as follows:**

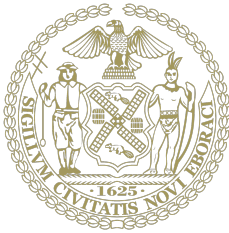
1. Coordinate the implementation of Brooklyn CB3's capital and expense budget timeline to ensure adherence to the timeline of the New York City Office of Management and Budget, in collaboration with the District Manager.
2. Develop the annual District Needs Statement of Brooklyn CB3, in collaboration with the Capital and Expense Committee and the District Manager.
3. Conduct public hearings on capital and expense budget priorities.

**Section IX: Committees**

**A. Standing Committees:**

1. Brooklyn CB3 shall have the following Standing Committees:
  - a. Executive Committee
  - b. Capital and Expense Committee
  - c. Internal Budget Committee
  - d. Personnel Committee
  - e. Civic and Public Safety Committee
  - f. Economic Development Committee
  - g. Education and Youth Services
  - h. Health and Social Services Committee
  - i. Transportation, Sanitation, and Environment Committee
  - j. Parks, Arts and Culture Committee
  - k. Senior Citizens Services Committee
  - l. Housing and Land Use Committee
  - m. Landmarks and Preservation Committee
  - n. Veterans Committee





**B. Ad Hoc Committees:**

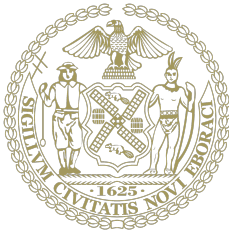
1. Ad Hoc Committees may be established by the Brooklyn CB3 Chairperson when necessary to consider matters coming under the auspices of any Standing Committee or any other matter which the Brooklyn CB3 Chairperson or membership shall designate.
2. When an Ad Hoc Committee is established to consider matters covered by two or more Standing Committees, Ad Hoc Committee membership must include, but may not be limited to, the relevant Standing Committee Chairs.

**C. Committee Membership:**

1. Persons serving as Standing Committee or Ad Hoc Committee Chairs shall be members appointed by the Brooklyn CB3 Chairperson. Committee membership shall be delineated by the Brooklyn CB3 Chairperson. Each committee shall govern its internal functioning, consistent with these Bylaws and the New York City Charter. Except as otherwise provided by law, committee meetings shall be open to the public.
2. Membership on a Brooklyn CB3 committee shall be open to any person who lives, works, or has a significant and demonstrated interest in the communities served by the Brooklyn CB3 (hereinafter referred to as “public members”). Public members may vote if they meet either of the aforementioned requirements, attend three (3) meetings over a six-month period, and complete an application subject to the approval of the Committee Chair or the Brooklyn CB3 Chairperson.
3. Public members shall be subject to the attendance requirements noted in Section X (A) (2) of these Bylaws. A public member’s vote can be revoked for cause by the Committee Chair and/or the Brooklyn CB3 Chairperson if the member does not abide by the attendance requirements. A public member can appeal this decision and is entitled to a full hearing concerning the revocation.

**D. Committee Procedure:**

1. Each Brooklyn CB3 committee shall maintain attendance lists and minutes of each meeting (written or tape recorded). Any votes shall be recorded in the minutes.
2. Upon receipt of a request for investigation and report on a matter from the Committee Chair, the appropriate committee shall take action. This action may include, but is not limited to, interviews, requests for information, and public hearings and meetings which shall be coordinated through the Committee Chair. Except in cases that rise to the level of emergency, committee reports requiring action by the full Brooklyn CB3 membership shall be distributed to Brooklyn CB3 members in the regular monthly business meeting notice.
3. If a Committee Chair, in order to facilitate the committee’s work, wishes to engage any City representative or elected official, he/she shall do so in consultation with the Brooklyn CB3 Chairperson. In addition, a Committee Chair who wishes to request the



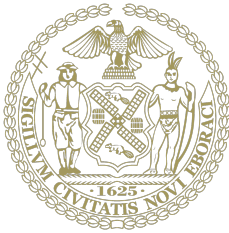
attendance of agency representatives at meetings of the Brooklyn CB3 must do so in consultation with the Brooklyn CB3 Chairperson.

4. Issues regarding service delivery by a committee shall be placed on the agenda of the District Service Cabinet Meeting, in consultation with the Brooklyn CB3 Chairperson and the District Manager.
5. Each committee shall be responsible for submitting written goals, and projected projects/activities at the beginning of each new Brooklyn CB3 session.
6. Each Committee Chair shall be responsible for monthly reporting to the Brooklyn CB3 membership on committee activities. This shall include, but is not limited to, a written report submitted to the Brooklyn CB3 Chairperson no later than the evening of the Executive Committee meeting on the status of all matters under consideration by the Committee.
7. The Brooklyn CB3 Chairperson shall resolve any questions regarding a committee's jurisdiction to entertain a matter.
8. The Committee Chairperson, in consultation with the Brooklyn CB3 Chairperson, may authorize sub-committees as needed. Sub-committees make recommendations only to the relevant committee.

#### **E. Standing Committee Responsibilities**

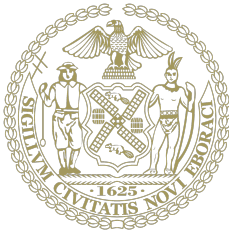
1. The **Executive Committee** shall:
  - a. Be comprised of Brooklyn CB3 elected officers and appointed Standing Committee Chairs.
  - b. Meet at least ten (10) days prior to the regular monthly Brooklyn CB3 business meeting.
  - c. Provide continuity in Brooklyn CB3's administrative operations.
  - d. Convene special meetings of Brooklyn CB3's membership.
  - e. Review committee reports and address actions and reports that are in conflict.
  - f. Prepare agenda for the forthcoming regular monthly business meeting.
  - g. Function as the **Capital and Expense Budget Committee**, which coordinates and develops the District Needs Statement and the preparation and submission of the Capital and Expense Budget.
2. The Internal Budget Committee shall:
  - a. Be comprised of the Brooklyn CB3 Chairperson, Treasurer, and the District Manager. The Brooklyn CB3 Chairperson has the discretion to appoint other members.
  - b. Develop Brooklyn CB3's internal budget.
  - c. Monitor the expenditures of Brooklyn CB3's internal budget.
  - d. Present Brooklyn CB3's proposed and final internal budget within the appropriate



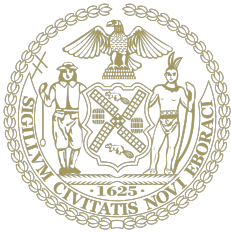


time frame for approval by Brooklyn CB3 membership.

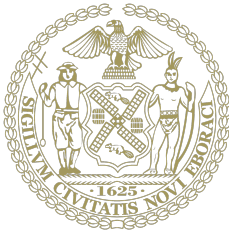
- e. Adhere to all purchasing guidelines and procedures of the City, and ensure timely submission of all required relevant documentation and reports to appropriate City agencies.
  - f. Inventory and secure all equipment and supplies purchased for use by the Brooklyn CB3.
3. The **Personnel Committee** shall:
- a. Be comprised of the elected officers and two additional members selected by the Brooklyn CB3 Chairperson.
  - b. Develop and monitor the administration of Brooklyn CB3 office procedures and personnel guidelines.
  - c. Monitor attendance of all Brooklyn CB3 staff to ensure accurate timekeeping and adherence to personnel guidelines.
  - d. Review and approve all Brooklyn CB3 staff evaluations.
  - e. Present qualified candidates for employment to Brooklyn CB3 membership for approval.
  - f. Present Brooklyn CB3 staff salary/wage increase recommendations to the Brooklyn CB3 membership for approval.
4. The **Civic and Public Safety Committee** shall:
- a. Address issues concerning public safety, civic, block, and tenant associations, and faith-based institutions within Brooklyn CB3 communities.
  - b. Plan and/or co-sponsor activities intended to strengthen civic, block, and tenant associations within Brooklyn CB3 communities.
  - c. Interact with public safety agencies and New York Police Department precinct councils on behalf of Brooklyn CB3.
  - d. Review and report to Brooklyn CB3 membership concerning issues of public safety.
  - e. Disseminate information about and advocate for emergency preparedness within Brooklyn CB3.
  - f. Identify opportunities for collaborative efforts and mutual advocacy with and among the faith-based institutions within Brooklyn CB3 communities.
  - g. Maintain a database of all public safety, civic, block, and tenant associations and faith-based institutions within Brooklyn CB3 communities.
  - h. Make recommendations for the use of capital and expense budget resources to address public safety and strengthen civic, block, and tenant associations within Brooklyn CB3 communities.
5. The **Economic Development Committee** shall:
- a. Create and recommend plans for economic development within Brooklyn CB3.



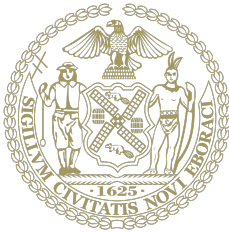
- b. Collaborate with local development corporations on all economic development issues benefiting Brooklyn CB3 communities.
  - c. Keep abreast of initiatives sponsored by the NYC Economic Development Corporation, the NYC Department of Small Business Services, the Brooklyn Chamber of Commerce, and all other City agencies that address economic development.
  - d. Monitor issues pertaining to the approval of licensing of alcoholic beverage establishments within Brooklyn CB3 and make appropriate recommendations.
  - e. Monitor licensing issues pertaining to business entities within Brooklyn CB3.
  - f. Be well-informed about topics related or of interest to local businesses, such as but not limited to quality of service, deceptive advertising, consumer fraud, and home improvement abuses.
  - g. Monitor enforcement of all advertising regulations regarding business signage, facades, and illegal procurement or sale.
  - h. Recommend capital and expense budget actions to address service delivery issues affecting economic development and consumer services within Brooklyn CB3 communities.
6. The **Education and Youth Service Committee** shall:
- a. Establish partnerships with community school districts and schools, community education councils, and parent associations to support school improvement efforts and benefit educational programs serving students within Brooklyn CB3.
  - b. Establish linkages with youth service organizations.
  - c. Disseminate information about training, educational, and other programs of potential interest to the Brooklyn CB3 communities.
  - d. Conduct an annual needs assessment of education and youth services within Brooklyn CB3.
  - e. Review requests for letters of support for education and youth services programs and make recommendations to Brooklyn CB3 membership.
  - f. Recommend capital and expense budget actions to address service delivery issues affecting educational and youth services within Brooklyn CB3 communities.
7. The **Health and Social Services Committee** shall:
- a. Monitor and evaluate public and private health and social service programs within Brooklyn CB3.
  - b. Review requests for letters of support for health and social services programs and make recommendations to Brooklyn CB3 membership.
  - c. Disseminate information about health and social service programs of potential interest to the Brooklyn CB3 communities.
  - d. Alert Brooklyn CB3 communities of urgent/emergency health issues.



- e. Recommend capital and expense budget actions to address service delivery issues affecting health and social services within Brooklyn CB3 communities.
- 8. The **Transportation, Sanitation, and Environment Committee** shall:
  - a. Monitor and address transportation issues concerning road maintenance and infrastructure repair, traffic control, public transportation, and motor vehicle, cyclist, and pedestrian safety within Brooklyn CB3 communities.
  - b. Review applications for approval and licensing of transportation franchises and make recommendations to Brooklyn CB3 membership.
  - c. Monitor sanitation issues within Brooklyn CB3 communities, including the effective management of residential and institutional waste, snow removal, street cleanliness, water metering, and sewer/catch basin maintenance and repair.
  - d. Advocate for projects/initiatives that protect the environment and conserve energy.
  - e. Disseminate information about and advocate for emergency preparedness within Brooklyn CB3, in collaboration with the Civic and Public Safety Committee.
  - f. Recommend capital and expense budget actions to address service delivery issues affecting transportation, sanitation, and environmental services within Brooklyn CB3 communities.
- 9. The **Parks, Arts and Culture Committee** shall:
  - a. Keep abreast of and/or address issues concerning local park areas within Brooklyn CB3 communities, as well as arts and cultural activities of interest.
  - b. Review proposals, conduct public hearings, and make recommendations regarding facility or street name changes.
  - c. Review requests for letters of support for parks, arts and cultural programs and make recommendations to Brooklyn CB3 membership.
  - d. Keep abreast of and dissemination information about parks, arts and cultural initiatives sponsored by public and private agencies/institutions that will benefit Brooklyn CB3 communities.
  - e. Recommend capital and expense budget actions to address parks, arts and cultural activities/services within Brooklyn CB3 communities.
- 10. The **Senior Citizens Services Committee** shall:
  - a. Monitor and address issues concerning senior citizens, including but not limited to health, social security, senior housing, and service delivery within Brooklyn CB3 communities.
  - b. Advocate for increased/enhanced senior services and programs.
  - c. Keep abreast of and disseminate information about rights of and entitlements for senior citizens.



- d. Interface with public and private agencies that provide services for senior citizens.
  - e. Maintain a database of all entities providing services for seniors living within Brooklyn CB3 communities.
  - f. Recommend capital and expense budget actions to benefit or address issues impacting senior citizens living within the Brooklyn CB3.
11. The **Housing and Land Use Committee** shall:
- a. Monitor land use actions under review and/or for approval by the City Planning Commission (CPC) within Brooklyn CB3, in accordance with a report generated by the City Environmental Quality Revue (CEQR) process and Uniform Land Use Revue Procedure (ULURP)—a standardized procedure whereby applications affecting the land use of the City are publicly reviewed. This shall include all measures and modifications to currently and formerly designated NYC urban renewal areas in accordance with The Urban Renewal Law.
  - b. Keep abreast of:
    - i. **Special permits** (discretionary approvals that can modify zoning controls such as use, bulk and parking);
    - ii. **Variance requests** (applications for variance or appeal of a local determination regarding applicable provisions of the NYC Department of Buildings Code),
    - iii. **Revocable consents** (grants by the City, revocable at will, for private use on, over or under city property such as bridges over streets or street furniture);
    - iv. All amendments to the **City Map** (the official adopted map of NYC) and **Zoning Maps**;
    - v. Site selections for **Capital Projects**, such as sanitation garages, fire houses, libraries, and sewage treatment plants; and
    - vi. Subdivisions of parcels of land.
  - c. Monitor issues concerning public and private housing within Brooklyn CB3.
  - d. Interface with and monitor projects/initiatives of the NYC Housing Preservation & Development, NYC Department of City Planning; NYC Community Planning Boards, NYC Board of Standards and Appeals, and the NYC Buildings Department.
  - e. Recommend capital and expense budget actions to address service delivery issues affecting land use and housing within Brooklyn CB3 communities.
12. The **Landmarks and Preservation Committee** shall:
- a. Review permits applications for Certificates of Appropriateness for proposed changes to landmarked-designated buildings in Brooklyn CB3.
  - b. Review recommendations for proposed landmark designation of individual and historic districts and provides resources and information for organizations and community residents seeking designation.



13. The **Veterans Committee** shall:

- a. Address issues concerning Veterans.
- b. Keep abreast of initiative sponsored by the NYC Department of Veterans Affairs (DVS).
- c. and The U.S. Department of Veterans Affairs (VA).
- d. Establish Partnerships with community Veteran groups within Brooklyn CB3.
- e. Advocate for increased or enhanced Veteran programs and services.
- f. Disseminate information about the rights and entitlements of Veterans.

**Section X: Duties and Responsibilities of Brooklyn Community Board 3 Members**

A. Brooklyn Community Board 3 Members shall:

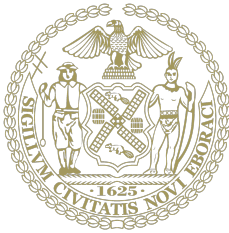
1. Attend and diligently participate in meetings of Brooklyn CB3 in-person or by videoconference, based on a Board-approved hybrid meeting policy.
2. Regularly attend and actively participate on at least one Brooklyn CB3 committee in-person or by videoconference, based on a Board-approved hybrid meeting policy.
3. Vote on all matters before the Board, except in the event of a conflict of interest.
4. Vote, not by proxy, on all matters that appear before Brooklyn CB3.
5. Refrain from speaking on behalf of Brooklyn CB3 unless duly authorized by the Brooklyn CB3 Chairperson.
6. Contact the Brooklyn CB3 office to request an excused absence from the regularly scheduled business meeting no later than 5:00 pm on the meeting date.
7. Contact the Brooklyn CB3 office to request an excused absence from a committee meeting no later than one hour before the scheduled meeting. Such excused absence shall be subject to approval by the Committee Chair.

**Section XI: Brooklyn Community Board 3 Meetings**

A. **Brooklyn CB3 meetings shall:**

1. Meet at least once a month, but additional meetings may be called by the Brooklyn CB3 Chairperson. At least **two (2)** of the regular monthly meetings per year shall be held in different geographical sections and neighborhoods around Brooklyn CB3.
2. Conduct meeting business only in the presence of a quorum, which shall be constituted by assembly of a majority of the Brooklyn CB3 membership. A majority vote of the quorum shall stand.
3. All matters requiring action by Brooklyn CB3 shall be referred for review and recommendation to an appropriate committee prior to being acted upon by Brooklyn CB3 membership. Notice shall be given to any impacted Brooklyn CB3 communities via the local press as well as by other appropriate means.

B. **Special Meetings**



1. A special meeting of the entire Brooklyn CB3 membership shall be called by the Brooklyn CB3 Chairperson or at least ten (10) Brooklyn CB3 members following seven (7) days' written notice, specifying the special meeting's purpose. The names and the signatures of the ten (10) Brooklyn CB3 members requesting the special meeting must appear on the notice. Only matters on the agenda as specified in the notice shall be considered during the special meeting.

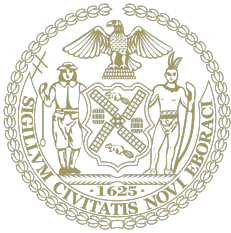
**C. Emergency Meetings**

1. An emergency meeting shall be a meeting called under those circumstances as determined by the Chairperson where time is of the essence and decisions are required immediately. At least forty-eight hours' notice of such meeting must be given.

**Section XII: Voting and Conflict of Interest Rules**

- A. Prior to any vote or recommendation, the Brooklyn CB3 Chairperson shall ask any members who possess a conflict of interest on the topic under consideration to identify themselves and specify the nature of their conflict of interest. All such conflict-of-interest statements shall be included in the official meeting minutes of Brooklyn CB3.
- B. All members of Brooklyn CB3 are entitled to vote on matters before the Brooklyn CB3 or committee, unless specifically excluded by provision of law, City regulation, etc. As unpaid public servants, members of Brooklyn CB3 are governed by the City's Conflicts of Interest Law (City Charter 68). All members shall be responsible for familiarizing themselves with the relevant Corporation Counsel Opinions and/or Conflicts of Interest Board Advisory Opinions on this subject. Board members shall receive copies of these documents upon request, as well, all other relevant future rulings.
- C. Brooklyn CB3 members may not vote on any matter that may result in personal gain to the member or to any person or firm with whom the member is "Associated," in accordance with City Charter Section 2604-b-1-b.
- D. Brooklyn CB3 members who are employees of New York City are not entitled to vote on any matters pertaining to the member's City agency. This pertains to employees of all mayoral agencies and non-mayoral agencies subject to the Conflicts of interest Law (NYC Department of Education, Community Education Councils, School Construction Authority, NYC Health and Hospitals Corporation, NYC Housing Authority, in accordance with Corporation Counsel Advisory Opinion 91-3.
- E. A Brooklyn CB3 member who serves as a member of a Board of Directors for a non-profit organization is not entitled to vote on any Brooklyn CB3 resolution recommending funding by a City agency for the non-profit organization, as voting would be "taking a direct or indirect part" in the organization's business dealing with the City, in accordance with City Charter Section 2604-c-6.
- F. In the event that a Brooklyn CB3 member is not entitled to vote on a matter due to compliance with Conflicts of Interest restrictions, then the number of members entitled to





vote on the matter is reduced, and the majority required for passage is reduced accordingly. When a vote is taken, the member who was not entitled to vote due to a Conflict of Interest is **not** counted as an abstention. However, such a member **is** counted as present for the purpose of maintaining a quorum. Such members are recorded as “present but not entitled to vote” rather than “abstaining for cause” to ensure that votes are properly tabulated.

- G. No Brooklyn CB3 member shall appear, either directly or indirectly, on behalf of any private interest on matters before Brooklyn CB3, or before any public agency regarding matters before Brooklyn CB3.

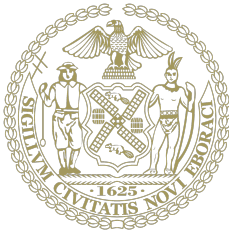
### **Section XIII: Officer/Member Removal**

- A. A Brooklyn CB3 officer or member may be removed for cause, as follows:
1. A motion to institute removal proceedings can be made at any regular meeting of Brooklyn CB3. Such motion shall state the specific cause for such removal.
  2. A motion to institute removal proceedings must be approved by a majority of the appointed membership Brooklyn CB3.
  3. Upon due notice, the member in question has the right to a hearing before the Brooklyn CB3 membership. The member shall (a) have the right to counsel, (b) to be heard in his/her own defense; and (c) to call witnesses on his/her behalf.
  4. Three (3) absences from Brooklyn CB3 meetings within a six (6) month period during which Brooklyn CB3 is in session shall be sufficient cause for removal. In addition, three (3) meeting absences from a member's primary Committee in any six (6) month period shall be sufficient cause for removal.

### **Section XIV: Staffing**

#### **A. District Manager**

1. Eligibility: The person shall be eligible to serve in the staff position of District Manager shall meet the eligibility requirements established by the NYC Department of Personnel as well as any other requirements contained in the written job description prepared by the Brooklyn CB3 Personnel Committee.
2. Supervision: The District Manager shall be under the supervision of the Brooklyn CB3 Chairperson, who shall prepare an annual written evaluation of the District Manager's performance. This evaluation shall be submitted to the Personnel Committee for review. A copy of the evaluation shall be placed in the District Manager's personnel file.
3. The District Manager's duties and responsibilities shall be as follows:
  - a. Effectively manage the business of Brooklyn CB3;
  - b. Supervise and evaluate staff of Brooklyn CB3;
  - c. Process service complaint;
  - d. Preside at meetings of the District Service Cabinet;
  - e. Attend regular monthly business meetings and Executive Committee meetings;



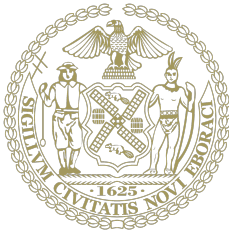
- f. Attend budget consultations and participate in the preparation of the New York City fiscal budget;
- g. Attend the meetings of the Internal Budget Committee, and manage the internal budget, including purchasing and inventory;
- h. Represent the Board at meetings and events, as directed by the Board Chairperson. Perform other duties as shall be assigned by the Chairperson and the Board; and
- i. Perform duties in accordance with the procedures outlined in the CB3's Personnel Policy and the City of New York

**B. District Manager Appointment**

- 1. Upon the existence of a vacancy in the position of District Manager, the Brooklyn CB3 Chairperson shall notify the Personnel Committee in writing of the effective date of the vacancy.
- 2. The Personnel Committee shall comply with the relevant rules and procedures of the NYC Department of Personnel in conducting the outreach and selection of a District Manager. There shall be public notices announcing the availability of the position of District Manager in the local press, notification to community organizations, as well as other appropriate notification means. This notice shall provide ample time for interested candidates to respond.
- 3. A minimum of three (3) candidates for the position of District Manager shall be presented to the Brooklyn CB3 membership for consideration.
- 4. There shall be ten (10) days written notice to each member of Brooklyn CB3 regarding the date, time, and place of the meeting to vote upon the selection of a District Manager. Included in this notice shall be each candidate's resume. All other information on file concerning each candidate shall be available to each member at Brooklyn CB3 office prior to the election and at the Brooklyn CB3 meeting at the time of election.

**C. District Manager Removal**

- 1. The District Manager serves at the pleasure of the Brooklyn CB3 membership.
- 2. The District Manager may be removed for cause upon recommendation of the Executive Committee.
- 3. A special meeting shall be called for Brooklyn CB3 membership to consider and vote on the recommendation for removal.
- 4. Written charges for the removal of the District Manager shall be presented to the Brooklyn CB3 membership at the special meeting.
- 5. Ten (10) days written notice provided to each Brooklyn CB3 member communicating the date, time, and place of the special meeting to vote upon the removal of the District Manager shall be required. Included in this special meeting notice shall be the written charges stating the cause for the recommended removal.



6. Ten (10) days written notice to the District Manager communicating to the date, time and place of the special meeting called to consider the removal shall be required. Included in this notice shall be a copy of the written charges stating the cause for removal and an invitation to appear at the Brooklyn CB3 special meeting to answer these charges.
7. At the special meeting, removal of a District Manager shall require a majority vote of the Brooklyn CB3 members, by signed paper ballot with each member's vote recorded and listed in the meeting minutes.
8. A copy of the written charges shall be forwarded to the Brooklyn Borough President's Office.

**D. Removal of "At-Will" Employees of Brooklyn CB3**

1. Employees of Brooklyn CB3 are considered "At Will" and are subject to the Personnel Rules and Regulations of the City of New York, including Rule Six (6), Section Four (4) concerning employee removal and disciplinary action.

**Section XV: Amendment of Bylaws**

- A. Amendments to these Bylaws may be proposed by any member of Brooklyn CB3. A copy of the text of the proposed amendment(s) shall be sent to all members with the regular monthly business meeting notice.
- B. Amendments shall be voted upon unless the text of the amendment shall have been placed on the agenda of two (2) successive meetings. The vote on the proposed amendment shall take place at the second meeting or thereafter.

**Section XVI: Rules of Order**

- A. Brooklyn CB3 may adopt such Rules of Order deemed necessary to its operation, which is not in conflict with the City Charter and other applicable laws and regulations.
- B. Robert's Rules of Order shall govern all matters pertaining to Parliamentary Procedure not specifically covered by these Bylaws. The Brooklyn CB3 Chairperson shall appoint a Parliamentarian who shall possess the most recent edition of Robert's Rules of Order at meetings of Brooklyn CB3, and who shall advise the Brooklyn CB3 Chairperson on rules of order and questions of Parliamentary Procedure.
- C. A majority of the Brooklyn CB3 members present and voting shall be required to amend these Bylaws.